

Financial Counselor – Outreach and Enrollment

Summary: Responsible for assisting patients and their families to identify, apply for, and get the insurances they are eligible to receive. This includes (but is not limited to) successfully helping patients complete and submit applications to outside agencies, being proactive in identifying opportunities for patients to get benefits theretofore unrecognized, attending meetings with colleagues external to the FHC to learn their strategies for maximizing patient benefits, and working with internal entities (e.g., KCHP) to transfer eligible patients to Medicaid or other appropriate insurance(s), as appropriate.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Process Sliding Fee Scales (SFS) as to have an annual error-rate of no more than five percent.
- Enroll all children presenting at the Family Health Center into Medicaid.
- Enroll all eligible parents into Medicaid.
- Enroll eligible mothers into the MOMS program.
- Enroll eligible children into MICHild or Healthy Kids Programs.
- Update pertinent MPCA databases to document ongoing efforts to enroll children.
- Function as a conduit between patient and billing to address patient questions and concerns.
- Assist the finance department conduct SFS audits, as appropriate.
- Report monthly the number and percentage of SFS application completed.

Education and/or Experience:

High school diploma. A minimum of 60 earned credit hours at a community college or university, preferred. Bilingual in English and Spanish preferred. Microsoft Office proficiency required.

How to Apply: Please apply at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fhckzoo&jobId=34040&lang=en_US&source=CC3

Contact Information:

Matthew Lemmer | Human Resources Recruiter
Family Health Center | 117 W Paterson St | Kalamazoo, MI 49007
Office (269) 349-4257 x545 | Fax (269) 349-2898

matthew.lemmer@fhckzoo.com

